

PLANNING INTERN - 3001

General Definition of Work:

Performs responsible skilled technical work performing drafting, graphics and research activities; performs related work as required. Work is performed under the regular supervision of a Senior Planner and the 911 Addressing Coordinator.

Essential Functions/Typical Tasks:

Updating geographic information system; assisting with addressing database maintenance; conducting research and preparing materials; preparing maps and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Assists walk-in customers at the service counter.
- Answers phones and directs calls to staff and other departments as needed.
- Updates the shapefiles and data in the Geographic Information System (GIS).
- Assists E911 Coordinator with centerline and addressing database maintenance.
- Assists E911 Coordinator with street naming and renaming petitions.
- Assists with research projects.
- Prepares written materials as requested.
- Produces GIS maps for citizens and for other departments.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Some knowledge of the theory, principles and practices of urban planning; some knowledge of data collection methods and techniques; working knowledge of mapping and graphic presentation; ability to research and organize facts and present them in a simple and clearly written form; ability to prepare written reports; ability to establish and maintain effective working relationships with associates.

Education and Experience:

Any combination of education and experience equivalent to active enrollment at an accredited college or university with major course work in urban planning or related field. Prefer experience with GIS data shapefile creation and data maintenance.

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

Special Requirements:

Working knowledge of ESRI ArcMap Program

Skilled in working with Microsoft Office Suite

Attention to detail due to nature of addressing and GIS work

Ability to work with minimal supervisor once task is assigned and expectations communicated

Revised HR 2/2/15